

REQUEST FOR PROPOSALS

ARCHITECTURAL/ENGINEERING SERVICES

for

Mary Wood Park House



Borough of Conshohocken | 400 Fayette Street, Suite 200 | Conshohocken, PA 19428
Ph: (610) 828-1092 | Fax: (610) 828-0920

Issue Date: Monday, September 11, 2017

Responses Due by: Wednesday, October 18, 2017

SECTION I: INTRODUCTION

The Borough of Conshohocken, located at 400 Fayette Street, Suite 200, Conshohocken, PA 19428, is seeking proposals from qualified and licensed architectural/engineering (A/E) professional services firms with historic preservation and restoration experience to: evaluate the existing Mary Wood Park House located at 120 East 5th Avenue; generate a report to present restoration and improvement options with associated budget estimates to Borough Council; and to produce the necessary drawings and specifications for public bidding of a construction project to execute the improvements selected by Borough Council.

The Mary Wood Park House is situated on the grounds of Mary Wood Park, which is bounded by East 5th and East 6th Avenues between Harry and Hallowell Streets. In addition to Mary Wood Park House, Park facilities include a community center, a late 18th century farm house, a playground area, a passive recreation park, and a structure which once housed bathrooms and storage.

The current Request for Proposals is to solicit professional services for the Mary Wood Park House only.

Mary Wood Park House is a Queen Anne, Victorian, Italianate mansion, which is one of two remaining residences of Alan Wood, Jr. and Mary Wood. Alan Wood, Jr. was a descendant of Alan Wood, a founding father of Conshohocken. Mr. Wood was one of the founders of Alan Wood Steel, a major contributor to the industrialization of Conshohocken, which operated until 1977.

The Park house was built in 1861 by Alan Wood, Jr as a wedding gift to his wife Mary. The couple lived in the house until they moved to Woodmont in Lower Merion in the 1890's. The house in Conshohocken was maintained as a "town house". Following the death of Alan Wood, Jr. in 1902, Mary Wood returned to Conshohocken and lived in the Park House until her death in 1918.

Mary Wood bequeathed her entire estate, which included the current limits of Mary Wood Park to the Borough of Conshohocken for recreational use by the Community. A trust also was established to aid in maintaining the Park. Conshohocken accepted the bequest in 1920. The Park House operated as a nationally recognized community center from 1923 and 1931; and continues to operate as a community facility housing numerous organizations and providing community meeting space. Among the groups associated with the mansion's use as a community center are a theatre group, a dental clinic, a well-baby clinic, a coral society, a visiting nurse association and a tennis club. The site continues to host the Conshohocken Art League and the Conshohocken Historical Society.

Much of the internal and external architecture remains intact. Two (2) additions to the Park House were constructed in the 1920's, and now house a caretaker's apartment. An exterior porch was removed in 1962.

2020 marks the 100th anniversary of Conshohocken's acquisition of Mary Wood Park and Mary Wood Park House. Conshohocken Borough Council in conjunction with the Mary Wood Park Commission is interested in preparing plans for Mary Wood Park House to restore to the extent possible some of the building's architectural features and improve the building for continued use as a community meeting place.

SECTION II: SCOPE OF SERVICES

The following scope of services is intended to encompass 100% of the services required of the selected firm for meetings, facility assessment, space planning, design, preparation of complete bid documents, and public bidding support, all pursuant to award of a construction contract for the selected improvements. Construction Management is specifically excluded, and those services will be better defined and costs for professional construction management services will be solicited after completion of the design.

1. Attend project steering committee meetings with representatives from Borough Council, Borough staff, and the Mary Wood Park Commission. Meetings will be scheduled for one (1) hour, and will include discussions related to: proposed uses for the building; desired renovations, required restorations, and general steering of the building assessment and subsequent design. Proposals shall include up to twelve (12) total meetings, and the proposed costs shall include both meeting time, travel time, and preparation of a meeting agenda and meeting minutes for each meeting. The Borough reserves the right to reduce the number of meetings, and payment will be reduced from the overall services contract according to the lump sum amount bid per meeting.
2. Attend up to four (4) Borough Council night meetings during the project to: introduce the project scope and schedule; present options to move forward into the design phase; provide a project design status update; and to present completed designs and budget estimates. Attendance at Borough Council meetings shall include meeting time, travel time, and preparation of materials relevant for each presentation, including exhibits projected via PowerPoint. Costs for attendance at Borough Council meetings shall be included in the proposal cost. The Borough will make every effort to schedule project presentations early in the meeting agenda, but as Council meetings are untimed, the Borough cannot be held responsible for perceived overages related to night meeting attendance. Therefore, no additional payment will be made related to duration of night meetings.
3. Conduct an architectural survey of the Mary Wood Park House building and attached exterior features as necessary to produce interior floorplans and exterior elevations for use in developing design concepts and construction quality design drawings. A site survey of the entire Mary Wood Park property will be made available to the selected firm.
4. Perform a Facility Condition Assessment including, but not limited to, the following:
 - a. Building envelope: foundation, roof, walls, doors, windows, trim, chimney, gutters and downspouts, exterior finishes, historic architectural features, etc.
 - b. Building exterior: stairs, ramps, fire escape, railings, walkways, porches, patios, etc.
 - c. Interior finishes: walls, floors, ceilings, trim, stairs, railings, doors, hardware, casework, etc.
 - d. Interior layout: rooms, walls, bearing walls, doors, accessibility, etc.
 - e. Building systems: plumbing, HVAC, electrical, mechanical, access control/security, lighting, fire protection, etc.

The Facility Condition Assessment is not limited to the elements specifically stated in this RFP, and shall include all physical features present within and immediately adjacent to the house.

5. Provide space planning services with personnel experienced in planning and designing fit-outs of historic community facilities similar in size and scope to the Mary Wood Park House.
6. Develop prioritized recommendations for Borough Council as follows:
 - a. Repairs required due to deteriorated condition or obsolete functionality.
 - b. Restorations recommended for aesthetic rejuvenation or historic preservation.
 - c. Renovations to accommodate new uses, improve current uses, or update accessibility.
 - d. Improvements to enhance building system functionality and sustainability.
 - e. Additions to restore the historic original character of the house. (e.g. original porch)

Recommendations shall be presented separately and sequentially so that Council may have the option to move forward with only those options they select. and the A/E services costs associated with furthering each option through to final design and bid documents shall be included in the proposal. Preliminary construction cost estimates shall be included for all recommended work items.

Work item options on which others are dependent shall be clearly identified as predecessors. Chains of sequential work items shall be presented in accordance with industry standards for building construction sequencing to minimize, if not eliminate altogether, redundant work that could result from splitting the work into multiple phases with separate construction contracts.

The Borough reserves the right to request up to three (3) alternatives for any element of each recommended work item at the conceptual phase. This applies to basic restoration items such as options for windows, paint, or hardware, as well as options for alternate conceptual building floorplan layouts, or an alternatives analysis related to introduction of a zoned or split heating and cooling system versus rehabilitation of the existing HVAC system, for example. Building system alternatives shall include a Life Cycle Cost Analysis for each alternative presented.

7. Prepare complete A/E design drawings and specifications for public bidding, along with construction budget cost estimates for the complete design package. This RFP will prompt proposers to submit pricing for work item categories to be carried forth and generate drawings and technical specifications for bidding. The Borough reserves the right to eliminate work items from consideration prior to moving forward with design of those items, which may result in a reduction in payment for services which will not be performed.
8. The following known intended improvements shall be included in the proposal:
 - a. Reconstruction/addition of the original porch which was demolished in 1962. Photographs of the pre-existing conditions will be made available.
 - b. Improvement of an existing room within the house to serve as a document storage/archive room. The room will need to be equipped with appropriately designed climate control and fire suppression systems.
 - c. Access controls and HVAC shall be compatible with existing systems and controls for same located at Conshohocken Borough Hall.
 - d. Consideration of the consolidation of two bathrooms on the second floor into a single room, as originally constructed.

SECTION III: CONTENTS OF PROPOSAL

1. **Executive Summary:** Provide an Executive Summary of not more than two (2) pages detailing and substantiating why the firm should be considered most qualified and be selected by the Borough to provide A/E services for the project.
2. **Contact Information:** Provide general information for the firm including: name, address, office telephone number, office fax number, and email address of the principal individual contact responsible for the RFP response.
3. **Firm Overview:** Provide general information about the history of the firm, overview of qualifications pertinent to this RFP, demonstration of comparable services for other historical structures in Pennsylvania and Montgomery County, and any other information related to the firm's experience with restoration and preservation of historic buildings.
4. **Understanding of the Scope of work:** Provide the firm's understanding of the scope of work as described herein and as described in the Secretary of the Interior's Standards for the Renovation of Historic Buildings. Include a description of the firm's experience working with historic structures, including experience identifying alternatives to the aforementioned standards while maintaining the integrity of historic buildings.
5. **Schedule of Fees:** Provide a schedule of fees including hourly rates for all personnel related to A/E services, administrative, reimbursable expenses, and any other applicable fee information. Provide lump sum totals for each of the following proposal items:

Project Meetings: Provide total not-to-exceed for items a, b & c, and a Lump Sum (LS) for each item

- a. Project Steering Committee Meetings, up to three (3): Provide LS and a cost per meeting
- b. Project Staff Meetings, up to nine (9): Provide LS and a cost per meeting
- c. Borough Council Meetings, up to four (4): Provide LS and a cost per meeting

Facility Condition Assessment: Provide total not-to-exceed for items a through g, and a LS for each item.

- a. Architectural Survey and Generation of Base Plans (LS)
- b. Envelope Assessment (LS)
- c. Exterior Assessment (LS)
- d. Interior Finish Assessment (LS)
- e. Interior Layout Assessment, including Space Planning (LS)
- f. Systems Assessment (LS)
- g. Facility Condition Assessment Report Preparation (LS)

Design: Provide a not-to-exceed cost proposal for preparation of drawings and specifications required to publicly bid construction contracts for the recommended work within the categories represented by items a through f, and a LS for each item.

- a. Building Envelope Repairs and Restorations (LS)
- b. Building Exterior Repairs and Restorations (LS)
- c. Building Interior Finish Repairs and Restorations (LS)
- d. New porch addition: designed to recreate the porch demolished in 1962 (LS)
- e. Alternative 3rd floor layout with climate controlled room for document storage (LS)

- f. Architectural Rendering: view of house with proposed improvements (LS)
- g. Interior Renovations and Improvements (not-to-exceed)
 - i. 1st floor (LS)
 - ii. 2nd floor (LS)
 - iii. 3rd floor (LS)
- h. Building Systems Repair, Replacement, and Improvements (not-to-exceed)
 - ii. HVAC (LS)
 - iii. Plumbing (LS)
 - iv. Electrical (LS)
 - v. Access Controls (LS)
 - vi. Security/Surveillance (LS)
 - vii. Lighting (LS)
 - viii. Fire Protection (LS)

***Special Note** – Costs for design and preparation of bid documents shall be a not-to-exceed value, and the final payment for services may be adjusted based on the scope of work approved by Borough Council to move forward into final design and construction. Proposals submitted shall include a description of anticipated scope for each lump sum bid. Payment for items within the final design package representing a reduction in scope shall constitute grounds for a proportional reduction in payment for services not performed.*

Bidding and Construction Phase Support: As needed, per fee schedule submitted

6. **Project Schedule:** Provide a project schedule detailing all proposed tasks to be performed to meet the required milestones identified herein. The tentative schedule and target milestone dates are as follows (excludes monthly meetings to be scheduled in coordination with the selected firm):

October 18, 2017: Proposal Submission Deadline
November 1, 2017: Short List Interviews
November 15, 2017: A/E Professional Services Contract Awarded
January 3, 2018: Kick-off Presentation to Borough Council
March 23, 2018: Facility Condition Assessment Report Due
April 4, 2018: Assessment Findings and Recommendations Presentation
August 24, 2018: Bid Documents Due
September 5, 2018: Complete Design and Construction Budget Presentation

7. **Personnel:** Provide a list of personnel available to provide A /E services for the project. Include designations for the primary project representative and those who will provide both redundant and supplemental services during the project. Include an up-to-date resume for all personnel along with a list of active professional certifications. The personnel section of the proposal shall include an organizational chart to highlight which individuals will be provided to cover all the disciplines required to perform the full scope of work described herein.
8. **Sub-consultants:** List and provide qualifications for all sub-consultants proposed to provide services for certifications not available amongst personnel of the principal firm.
9. **References:** Provide at least five (5) references for clients for which the firm has provided historic architectural and engineering services within the last five (5) years. Include contact names, titles, phone numbers and email addresses.

SECTION IV: TIMELINE AND SUBMISSION PROCEDURES

Copies of the request for proposals are available at Conshohocken Borough Hall located at 400 Fayette Street, Suite 200, Conshohocken, PA 19428, and the office hours are 8:30 AM to 4:30 PM Monday through Friday. The RFP is also available on the Borough website (www.conshohockenpa.gov).

Prospective proposers are invited to attend a MANDATORY pre-proposal meeting on Tuesday, September 26, 2017 at 10:00 AM on-site at the Mary Wood Park House located at 120 East 5th Avenue, Conshohocken, PA 19428. The Mary Wood Park House is not open to the public, and therefore the pre-proposal meeting will provide an opportunity for prospective proposers to inspect the facility first hand and become familiar with all the conditions that may affect the performance and cost of the professional services contract.

Qualified applicants shall submit one (1) original copy in a sealed envelope and one (1) electronic copy via email or flash drive to:

Borough of Conshohocken
Attn: Stephanie Cecco, Interim Borough Manager (c/o Brittany Rogers)
400 Fayette Street, Suite 200
Conshohocken, PA 19428
Email: scecco@conshohockenpa.gov (brogers@conshohockenpa.gov)

Proposals shall be stamped received no later than 4:00 PM on Wednesday, October 18, 2017

SECTION V: MINIMUM QUALIFICATIONS

1. Demonstrate ability and experience performing Facility Condition Assessments, and specifically demonstrate experience performing assessments of historic structures.
2. Demonstrate understanding of historic building elements and architectural features.
3. Demonstrate experience with sustainable design and energy audits.
4. Demonstrate familiarity with the Secretary of the Interior's Standards for the Renovation of Historic Buildings and alternatives to such standards which will maintain the integrity of the historic building.
5. Demonstrate the ability to work with a variety of community groups and boards (i.e. Borough Council, Mary Wood Park Commission, Conshohocken Historical Society, and Borough staff)

SECTION VI: ADDITIONAL REQUIREMENTS

Equipment

The selected firm will be expected to provide assigned personnel with any and all equipment necessary to complete the required scope of work.

Indemnification

The selected firm shall defend, indemnify and hold harmless the Borough, its officers, agents and employees and all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the negligent acts or omissions perpetrated by employees of the firm.

Insurance

Provide a description of the firm's insurance coverage applicable to the services described herein. Such coverage must be adequate to sufficiently cover the services described herein and must include at a minimum, general liability insurance coverage and professional liability insurance coverage. Include insurance certificates summarizing such insurance coverage.

Right of Refusal

The Borough reserves the right to reject any and all proposals without qualifications. Proposals will be considered only in their entirety. The Borough reserves the right to add or deduct any specific requirements and associated costs from the selected proposal.

Publication/Deliverable Requirements

The selected consultant will provide and its fee will include the cost of:

- Three (3) copies of the Facility Condition Assessment Report
- Three (3) copies of the Bid Documents, Cost Estimates, & Renderings
- One (1) compact disc or flash drive containing all deliverable documents

Payment

Project payments by the Borough of Conshohocken will be in the form of a lump sum, and payments will be made monthly on a percentage complete basis. The proposed cost to include the cost of any and all professional services to complete the project, including the cost of such sub-consultants that the selected firm shall need to complete the work described in the proposal. Said fee shall include all expenses including not limited to travel and reproduction costs. Extra charges will not be paid, except as may authorized with appropriate justification, in advance, by the Borough Council Members. The consultant shall assume that the Borough staff support for this project will be limited. Involvement of the Borough staff shall be subject to the approval of the Borough Manager.

Contract Award Process

Proposals submitted by the deadline and deemed complete will be evaluated by the Borough Council Members. Any consultants/firms submitting a proposal may be required to provide additional detailed information. Borough Council will interview the most qualified consultants/firms. At the interviews, the finalists will be expected to present examples of similar projects designed by the firm that have been successfully constructed. These projects should have similar constraints to Conshohocken's, and should demonstrate the consultant's ability to meet the needs of the Borough. The award of contract will be at

the sole discretion of the Council Members. Proposals will be evaluated on a variety of factors including, but not limited to, the following:

- Relevant experience and firm qualifications.
- Relevant experience and qualifications of key personnel.
- Satisfactorily completed similar projects.
- Cost

Questions

Questions may be addressed to:

Brittany Rogers, Executive Assistant to the Borough Manager
Borough of Conshohocken
400 Fayette Street, Suite 200
Conshohocken, PA 19428
brogers@conshohockenpa.gov